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11 February 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus  
FROM : Chief, FBIS  
SUBJECT : Letter of Instruction - Part I

EDITORIAL BRANCH COMMENT

1. General

a. Daily Report Supplements issued:

(1) 8 January -- World Radio and Press Reaction to the Afro-Asian Solidarity Conference Held in Cairo December 1957.

(2) 16 January -- World Radio and Press Reaction to Recent Soviet-Western Diplomatic Exchanges on East-West Relations.

b. In the preparation of briefs or summaries from poor reception, particularly of scientific material, bureaus must be careful to insure that the sense of items is not distorted in the effort to bridge areas of unintelligibility. Questionable passages are sure to elicit queries.

c. As an aid to the headquarters editor who must process a great volume of copy rapidly, the field should use a confirming repetition when unusual words are included which might easily be confused with a very similar word. An appropriate example would be the recent use of the word "reflation," which could easily have been confused with "deflation" or "reinflation".

d. To avoid confusion, bureaus are urged to follow established procedure in indicating where passages have been omitted in the preparation of "excerpts". Frequently, an item so marked has only a beginning or final passage indicated as omitted, thus actually making it an "excerpt."

e. Field FYI's sent in advance of the text of lengthy multitake items should always include an estimate as to the time the last take will be filed. When such information is lacking it is necessary for headquarters to message the field before Daily Report planning can be completed and the questions of wire consumers and other government clients answered. While this estimate will understandably be only an approximation, it is extremely useful to headquarters editors who are not acquainted with the personnel, reception, and other conditions bearing on the field's production schedule.

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f. In answering editorial queries from headquarters, field bureaus should be careful always to include the subject of the item and the dateline, if that is given.

g. Field time and personnel should not be expended in processing speeches or statements by American officials overseas which can reasonably be expected to be readily available in Washington and which have been broadcast from completely trustworthy sources. As an example, there was no necessity for the filing of the full text of the speeches by Secretary of State Dulles and British Foreign Secretary Selwyn Lloyd at the Ankara meeting of the Baghdad Pact Council, since neither speech would be published in the Daily Report or filed on the B-Wire. Field bureaus should however be alert to distorted or tendentious versions of such speeches broadcast by communist bloc or other suspect radios and should call such discrepancies to the attention of headquarters.

h. Unless ambiguity should result, sequence of tenses should always be adhered to. For example: (A statement of the press office said no decision had (not has) been made.) (Mr. Malik replied that tension was (not is) still high.

2. West Coast Bureau

More careful proofreading of the original Spanish accompanying the English rendition of the names of organizations and the prompt filing of correction when errors slip through would be appreciated. Also, misspellings of the names of high-level government figures in Latin America, including names on cabinet cards, continue to appear in bureau copy.

3. West Coast, Okinawa and Tokyo Bureaus

English language material from KYODO, KCNA, and VNA, as well as NCNA and TASS dispatches from Jakarta, continue to require considerable polishing in headquarters before it is published. More thoughtful editing of this copy would be appreciated.

4. East Coast Bureau

a. More briefing of factual items of secondary importance would greatly facilitate the work of Daily Report editors.

b. The new "down" style used in the Daily Report eliminates the need for many hyphens in copy. Thus it is "anticommunist," "progovernment," etc.

5. Mediterranean Bureau

a. The bureau is to be highly commended for the extremely good judgment displayed in tailoring comment concerned with the Afro-Asian

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Conference to the reduced dimensions of the wire file over the year-end holidays, without the sacrifice of representative material or loss of perspective. Bureau monitors and editors also did a very good job in processing the recognizably difficult statement of the military attorney general in the Damascus "American Plot" trial. Some difficulty in apportioning Daily Report pages would, however, have been avoided had the various days' proceedings been filed in consecutive order.

b. Indications of transmitter behavior and valid generalizations are much appreciated in the Middle East roundups. However, mere listing of subjects covered in newscasts and broad unsubstantiated statements serve no useful purpose.

#### 6. Okinawa Bureau

Bureau FYI's, which indicate an awareness of consumer interest in Chinese Communist internal developments reported by Western news agencies but ignored by Radio Peking or NCNA, are extremely welcome. When bureaus can anticipate requests for corroborating or supplementary reports concerning such developments a prompt FYI noting the lack of such information enables headquarters editors to make a prompt and authoritative reply to the inevitable inquiries.

#### 7. Saigon Bureau

In order to permit editors to give space in the Daily Report to material from North and South Vietnam, Laos and Cambodia in proportion to consumer interest in these various areas, it is suggested that the file of South Vietnamese press scrutiny be reduced approximately 20 percent, either by a more rigorous selectivity or by condensation. Continuing care should be taken to avoid the briefing of material already covered in the Saigon-Cholon press reviews, and briefs dealing with isolated cases of robbery and violence need not be filed unless the incidents are attributed to communists or dissidents. It should be noted that there is considerable consumer demand for North Vietnamese press scrutiny items, which the bureau has ably met, and that virtually all of this material has been published. There is a continued pressing need for items from Cambodia and Laos, even if they are somewhat delayed.

#### FIELD SUPPORT OF THE RADIO PROPAGANDA BRANCH

1. Special field support was reflected in a report on the past year's Peking propaganda to and about Taiwan, which incorporated data from the Okinawa and Tokyo Bureaus' monitored summaries of Peking's broadcasts to Taiwan.

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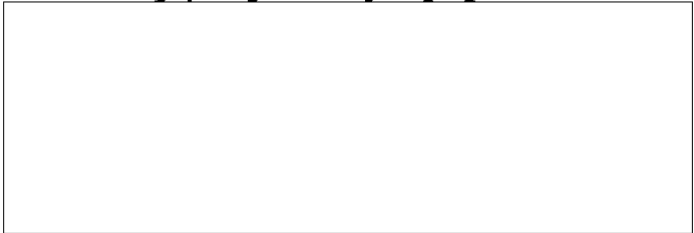
Data from the Tokyo Bureau's study of Peking broadcasts to Tibet have been used in regular publications. A report on the Polish Communist Party's campaign against corruption and "hooliganism" was based almost entirely on research into Austrian Bureau files. The Austrian Bureau's 50-take translation of a LITERATURAN FRONT item, reporting a meeting of the Communist Party organization in the Bulgarian Writers Union, provided the basis for a report on persisting "revisionism" among Bulgarian writers.

2. Attention is called to Paragraph 2 under SUPPORT OF THE RADIO PROPAGANDA BRANCH in the 14 January Letter of Instruction. Some commentaries from the 0001, 0100, and 0200 Moscow programs to the Soviet Far East are still being erroneously slugged home service on the Moscow commentary lists. In addition to those three programs, noted in the 14 January Letter of Instruction, the Moscow broadcast in Russian in 0130 is also beamed to the Soviet Far East. SOV/FE is the proper designation for all Moscow commentaries in Russian at 0001, 0100, 0130 and 0200.

3. The Moscow commentary lists are much more manageable as the result of application of the suggestions in the 10 December Letter of Instruction for tightening the verbiage. The efforts of compilers to keep the lists simple and closely knit are much appreciated.

#### COMMUNICATIONS

Phase II of the allocated channel communications plan was activated on 15 January. One direct channel is now operating from Washington to London via Pirmasens (the new Army Signal Center which has replaced Heidelberg), one from London to Washington via Pirmasens and two via Saran (near Orleans). It is anticipated that Phases III and IV for the Far East will be activated in April or May 1958. New automatic tape-relay equipment has been installed at headquarters.

  
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ROGER G. SEELY

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11 February 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM : Chief, FBIS

SUBJECT : Letter of Instruction - Part II

GENERAL

1. Twenty-four hour coverage of the Soviet Sputnik Amateur Network (Sputnet) continues, with the East Coast Bureau covering it from 2030 to 0500 GMT and the West Coast from 0500 to 2030 GMT. Special alert instructions have been forwarded to the overseas bureaus detailing procedures to be followed in monitoring and reporting announcements of launchings of earth satellites and space rockets and monitoring their frequencies. A condition code for reporting Sputnet's activities has been devised for general Agency use.

2. Radio Propaganda Reports published in January:

- a. "Past Deemphasis of Missile and Outer-Space Control in Soviet Propaganda," expanding an earlier request by State Department OIR/DRS.
- b. "Chinese Communist Propaganda to and about Taiwan: 'Peaceful Liberation' Campaign Quiescent in 1957," in support of a National Estimate.
- c. "Unusual Soviet Propaganda Attention to Argentina During Argentine-Soviet Trade Talks".
- d. "Bulgarian Party Combats Persisting 'Revisionism' Among Writers".
- e. "The Polish Party's Campaign Against Social Inertia, Corruption, and 'Hooliganism,'" prepared by an RPB analyst on TDY at the Austrian Bureau; an advance copy was forwarded to ONE in support of a forthcoming National Estimate.

3. A 13 January RPB item on the "B" Wire provided data subsequently used against the USSR by President Eisenhower and Secretary Dulles. The sequence of developments furnished a good example of how research into past Soviet propaganda can supply effective ammunition to U.S. policymakers and counter-propagandists:

- a. On 13 January, State Department OIR/DRS requested data on past Soviet propaganda concerning the fruitfulness of the 1955 Geneva summit

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meeting for use by the Chief, DRS in briefing Secretary Dulles. The item was filed on the B-Wire that afternoon. It cited a May 1957 Khrushchev statement to New York TIMES editor Catledge that a summit meeting must be carefully prepared in advance--the current U.S. position, which Soviet propaganda was vigorously attacking last month. The May 1957 Khrushchev statement was used by President Eisenhower in his 15 January press conference, and by Secretary Dulles in his National Press Club speech on 16 January. USIA requested permission to use the "B" Wire item in a report under preparation on 16 January.

b. Soviet propaganda did not respond directly to the President's and Dulles' exposure of the vulnerability of the Soviet position. But a Moscow broadcast in Italian on 21 January modified the propaganda line in stating that preparations for a summit meeting should "obviously be entrusted to the usual diplomatic channels" because one could hardly advocate a top-level conference without an agenda or preliminary agreement among its participants. That broadcast presaged modification of the official Soviet position in Bulganin's 1 February letter to the President.

#### EDITORIAL BRANCH COMMENT

##### 1. Field Roundup Support:

a. Headquarters is aware that changes in instructions with respect to the filing of roundups related to the State of the Union message and the exchange of correspondence on East-West relations may have caused the field some inconvenience. Although every effort is made to provide the most advanced notice possible, it is likely that on occasion intervening events may cause us to alter plans. In any case, the preparatory work which several of the bureaus had done with respect to the State of the Union Message dovetailed perfectly with the comment on the diplomatic exchanges and added to the depth and pertinence of the reaction report which was finally issued.

b. It is hoped that the field bureaus will become increasingly aware of our needs to anticipate requirements for roundups and will take the necessary steps whenever events occur which are sure to elicit substantial reaction bearing on the American role in world affairs. When a special request was received early in January for a report on reaction to the Afro-Asian Solidarity Conference it was found that virtually no material had been filed from Asian sources. Solicitation of roundups from those bureaus covering Asia resulted in the discovery that considerable comment had been intercepted but not filed over the year-end holiday period. Generally reduced filing during holiday periods should be achieved by the elimination of marginal material, or by greater summarization or excerpting and not, as apparently in this case, by discarding representative comment from certain areas on major events.'

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c. Many roundups continue to reveal the absence of valid generalizations which provide a common denominator of reaction for one country and a means of comparison with other areas. While it is true that in free countries opinions will range widely, some effort should be made to differentiate typical and atypical assessments. It is suggested that in all future submissions the various geographical divisions (such as Western Europe, the Middle East, Asia and the Far East) be preceded by a paragraph summarizing area comment generally with emphasis on differences among the various countries when such differences are discernible. The bureaus should also make comparisons with reaction to similar events in the past when possible. In this connection the report on reaction to the Afro-Asian Conference, which included a great many comparisons with comment associated with the Bandung Conference of 1955, elicited warm praise from several consumers.

#### OPERATIONS STAFF COMMENT

All bureaus are cautioned to use care in packing dictabelts for shipment to prevent creasing. If the belt is creased it is extremely difficult to transcribe. Please use expansible mailing cards or else wrap the belts in tissue paper and pack them loosely in a box. If the latter method is used the pertinent information about the recorded broadcast can be written on the belt with grease pencil.

#### ADMINISTRATION

1. Bureaus in possession of emergency vehicles may discontinue monthly reporting of mileage in the Progress Report. This is not to be considered as authorizing the addition of these vehicles to the bureaus regular complement. Their use will continue to be confined to maintenance and emergency runs at the discretion of the bureau chief.

2. Bureau chiefs may also discontinue in the Report the monthly statements of progress made by enrollees in CREI Courses. As Government advances of funds are no longer being made for these courses, headquarters recording of students' progress is less needful. It is recommended, however, that bureau chiefs maintain a local record of students enrolled, encourage regular completion of the lessons, and report cases where rates of progress by individuals will extend the courses beyond the average two years normally taken for their completion.

3. Some bureau chiefs continue to report matters of purely local or trifling interest in Progress Reports. Failure of a fuel pump on a station passenger bus, checking of fire extinguishers, routine repairs to fences, etc., are not subjects to be included, unless related to larger or special projects requiring headquarters attention or support. Elimination of secondary material and greater condensation would improve usefulness of some field Reports.

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4. Attached for the guidance of all classified personnel is an Agency comment on a recent ruling by the Commissioner of Internal Revenue on the reporting of travel and reimbursable expenses in income tax returns.
5. Bureaus are requested to separate requisitions requiring procurement so that each requisition contains only related items such as automobile or typewriter spare parts, regardless of make, or procurement items from specific sources such as Sears Roebuck, various electronic distributors, etc.
6. Bureaus are requested to forward the Fiscal copy of GBL's to Headquarters immediately after issuance.
7. Except for the standardized allowance regulations, FBIS does not follow State Department regulations in toto. Therefore, travel and other administrative questions not specifically covered by FBIS regulations should be referred to Headquarters and not to Embassy Administrative Offices.
8. Monthly Personnel Reports. Bureaus are reminded to transfer Headquarters remarks (Column K) to Column (J) prior to resubmitting the next report. This advises Headquarters that the Bureau is aware of current planning.
9. Pouch Manifests. When attachments accompany memoranda, they should be noted on the pouch manifest.
10. Supervisors are requested to check the third box, Section BLA, Part I, Fitness Report to indicate they have discussed the report with the individual. This is not automatically assumed even though the supervisor has indicated that the Report has been shown.
11. The following FBIS regulatory issuances were distributed during the month of January, 1958:

50X1

PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment

Analyst, RPB  
Editor, Near & Middle East Unit  
Ed. Br.

50X1

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Personnel Entering on Duty

Assignment

Clerk-typist  
Ed. Br.

50X1

Clerk-typist  
Ed. Br.

Librarian, TIU  
Ed. Br.

2. Transfers from FBIS

From

To

Clerk-typist  
Ed. Br.

ORR

50X1

3. Separations

From

Chief, Austrian Bureau  
(retired)

50X1

Mail & file Supvr.  
Admin. Staff

50X1

ROGER G. SEELY

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## INCOME TAX RETURNS

## (Reporting of Travel and Reimbursable Expenses)

There has been a good deal of interest in the recent announcements by the Commissioner of Internal Revenue on reporting of travel and reimbursable expenses on your U.S. Individual Income Tax returns. The new (1957) tax forms now provide a special line on page 1 (item 6 (a)) for these expenses. After first indicating that compliance would be expected, the Commissioner later stated that the taxpayer would not be expected to report line 6(a) information for 1957. However, he made it clear that the information would be expected and the requirement enforced for 1958. You may want to know this affects you personally.

Actually, there is no change in the Tax Code or the regulations. As an employee, you are expected to add to your gross income any payments you receive for travel or per diem. You should then itemize the actual expenses and enter the total on line 6(A) on page 1 of Form 1040. The difference between actual expense and the amount you have received will thus be reflected as either additional taxable income or deduction from gross income in reaching your adjusted gross income. Any deduction here would not affect your right to take a standard deduction in lieu of itemizing your personal deductions on page 2 of the return.

In the case of many Organization personnel, security considerations have probably prevented itemized accounting. Coupled to this has been the practical aspect that reimbursement seldom if ever resulted in added taxable compensation, and any excess available as a deduction has generally been negligible. So the result more often than not, we suspect, was an omission of this information. And seldom was this omission remarked by Internal Revenue. The picture has now changed.

While the crackdown is probably aimed mainly at the high-expense-account employee in private industry, there is no doubt that Government employees fall within the technical requirements. Just how it will affect employees of this Organization is not yet clear. So far, the people in the Internal Revenue Service continue to understand our difficulties in providing itemized travel and other operational expenses. At the same time, they are not yet sure how much force they will be expected to exert. Congressional reaction may influence the situation too.

For the moment, it would seem desirable for everyone who can do so without undue risk to security to keep a fairly specific tax diary. Then if, at the end of the year, the information is required and can be safely provided, it will be accurate. In the meantime, every effort will be made to reach a firm understanding with the Internal Revenue Service on the application of this requirement to the various classes of Organization personnel.

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50X1

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-5-

Personnel Entering on Duty

Assignment

Clerk-typist Ed. Br.	50X1
Clerk-typist Ed. Br.	
Librarian, TIU Ed. Br.	

2. Transfers from FBIS

<u>From</u>	<u>To</u>	
Clerk-typist Ed. Br.	ORR	50X1

3. Separations

<u>From</u>	
Chief, Austrian Bureau (retired)	50X1
Mail & file Supvr. Admin. Staff	

50X1

ROGER G. SEELY

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